

ENCROACHMENT PERMIT PROCEDURE

SWIMMING POOL CONSTRUCTION

1. Swimming pool encroachment permits allow only the construction of Kool decking and pool equipment in the easement area. Encroachment permits will not be issued if the bond beam or the pool itself encroach on the easement.
2. The applicant must provide the following information to the Land Services Section of the City of Tempe Engineering Division prior to the encroachment permit being processed:
 - A. A site plan showing the location of the pool improvements on the site along with dimensions showing the area of encroachment over the easement. The site plan must clearly show that the bond beam and pool will not be encroaching on the easement.
 - B. Permission from the various utilities to construct the pool improvements in the easement must be obtained in writing and submitted with the site plan. The following utilities must be contacted: Qwest, Arizona Public Service, Salt River Project, Southwest Gas, and Cox Cable (or the appropriate cable utility servicing the address).
 - C. The names of the owners of the parcel of land.
3. Once the above information is received by the Land Services Section, the encroachment permit is drawn up. The applicants must then sign and notarize the permit and pay the applicable fees (\$150.00).
4. The City Engineer then signs the encroachment permit. A copy is provided to the applicant and the original is recorded at the Maricopa County Recorder's office.

The items required in No. 2 above are sometimes performed by the pool construction contractor.

Any objections by the various utilities, including the City of Tempe Water and Sewer Divisions, may cause the rejection of any encroachment permit request.

Questions can be directed to Larry Shobe at (480) 350-8417.